

CITY OF HEMET

Class Code: 2127
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Date Last Revised: 01/08/2015
(Without City Council Review)

ENGINEERING DIRECTOR/CITY ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under administrative direction, plans, organizes, directs and is responsible for all activities of the Engineering Department, including traffic engineering, development engineering, construction management, major capital improvement projects, and land development programs; serves as the City Engineer; provides engineering consultations to other City Departments; and does other work as required.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Plans, organizes, directs, and coordinates the activities of the Engineering Department; develops and implements policies and procedures; reviews recommendations and actions of subordinates; and solves department's problems.

Represents the Engineering Department before the City Council, boards, commissions and other government bodies on extremely controversial items; recommends and explains Engineering Department policies to the City Manager, board members, commission members, community groups, and the general public; and maintains liaison with Federal, State, and local agencies that govern public work activities.

Serves as the City Engineer and as the City's primary representative for engineering matters with other agencies, consultants, developers and contractors.

Manages and approves engineered plans for all City projects; manages the administration of all major city construction projects; approves all construction contract change orders and consultant extra services.

Directs the development and administration of the department budget and directs the preparation of reports on the budgetary and staffing requirements of proposed policies and projects.

Selects and evaluates Engineering Department employees; assigns projects; coordinates work of subordinates; has general accountability for the effectiveness of all operations; and takes corrective action on employee relations problems.

Develops long-range plans for the Engineering Department, based upon an analysis of the needs and interest of the community, projected future demands, capacity of facilities and funding opportunities; and supervises the development and implementation of capital programs.

ENVIRONMENTAL AND PHYSICAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities:

Knowledge of policy development and administration of municipal civil engineering projects and public works programs; principles of budget administration and fiscal management, including the development and administration of capital programs and preparation of fee schedules; federal, state, and local laws and regulations that govern Public Works activities related to: Engineering, Survey, Streets, Parking, Transportation Planning, Operations, and Environmental Programs; principles of management necessary to direct the Engineering Department including selection, training, supervision, and evaluation of employees and techniques used to motivate subordinate personnel, maintain high employee morale, and promote teamwork; Engineering principles and practices as applied to planning, development, design, construction, operation, and maintenance of Public Works projects; principles and practices of Public Works contract administration; development of construction project plans, reports and recommendations, and grant proposals.

Ability to plan, organize, direct, and coordinate the activities of the Engineering Department through subordinate division managers; develop and implement policies and procedures; review recommendations and actions of subordinates; and solve departmental problems; effectively present, both orally and in writing, Engineering Department policies, procedures, and issues with clarity and diplomacy to the City Council, board, commissions, concerned citizens, and community groups; identify and analyze Engineering Department needs and their relationship to community needs and interests, and develop and implement short and long-range plans and programs to meet those considerations; interview, select, train, and evaluate employees involved in Public Works activities; assign projects; coordinate work of subordinates; maintain the effectiveness of all operations; direct the development and administration of the department budget, review budget proposals, and direct the preparation of reports on budget and staffing requirements of proposed policies and projects.

Education and/or Experience:

Education

Bachelor's degree in Civil Engineering, Public Administration, Business Administration or a related field from an accredited college or university.

Experience

Eight (8) years of recent, continuous, progressively responsible professional engineering experience, including three years at the mid-management/supervisory level in a professional engineering organization.

Certification/License and/or Other Special Requirements:

Possession of a Class C California Driver's License and maintain a satisfactory driving record.

Registration as a professional engineer in Civil Engineering in the state of California at time of appointment.

Preferred Licensing:

1. Professional Engineer in Civil Engineering with a license number of 33965 and lower, or
2. Professional Engineer in Civil Engineering with a license number higher than 33965, and as a Professional Land Surveyor.